

**UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**



CASE ADMINISTRATOR I

Starting Salary: CL 24 (\$35,375 - \$37,589)

Location of Position: Pittsburgh, PA

THE POSITION

A Case Administrator I performs a wide variety of tasks including (but not limited to) the following: sorting, classifying and filing of case records, retrieving and making copies of documents, lifting and moving boxes and files, receiving and reviewing incoming documents and files documents meeting requirements, collecting and maintaining responsibility for fees paid to the court, providing an array of customer services and information both in person and on the telephone, routing documents to the proper location within the court, assures assignment of case numbers and randomly assigns cases to judges, issuing receipts and preparing case files (electronic and paper), routes documents to proper location within the court, verifies attorneys' authority to practice before the court, sorting, processing and distributing mail, and other office duties as may be assigned. The selected applicant may be required to provide coverage in other sections of the office as needed.

EMPLOYMENT BENEFITS

- 10 paid federal holidays
- 13 days paid vacation for first 3 years
- 20 days paid vacation after 3 years
- 26 days paid vacation after 15 years
- Optional medical coverage
- Optional life insurance
- Optional supplemental dental/vision benefits
- Long-term care & disability options
- Retirement program
- Thrift Savings Plan
- Pre-tax medical & childcare spending accounts
- Pre-tax commuter & transportation accounts
- Credit Union Membership

MINIMUM QUALIFICATIONS

To qualify for this position the individual must be a high school graduate or equivalent and possess one year of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices and corporate headquarters or personnel/payroll operations. College degree preferred. Possess the ability to type 35 WPM or better; ability to lift heavy boxes, ability to access and enter data on a network computer system; ability to work harmoniously with others; ability to effectively meet and serve the public and possess tact, good judgment, initiative and neatness of appearance.

OTHER INFORMATION

Written and typing test will be required prior to interview. The selected applicant will be required to undergo a credit and criminal background check, which includes fingerprinting, and must satisfactorily complete a probationary period. Training opportunities available for career advancement. This position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay.

HOW TO APPLY

A cover letter and resume, including complete employment and educational history, should be submitted VIA EMAIL to: pawdresume@pawd.uscourts.gov. Documents must be in PDF format. Applicants will receive an email confirmation upon receipt. Paper copies hand-delivered or received through U.S. Mail, will NOT be considered.

APPLICATION DEADLINE

Resumes must be received electronically no later than May 7, 2014. The Court will only communicate with those individuals who will be tested and interviewed. No telephone calls, please. The Court is an Equal Opportunity Employer.

ANNOUNCEMENT #: 14-01

DATE POSTED: April 18, 2014
CLOSING DATE: May 7, 2014